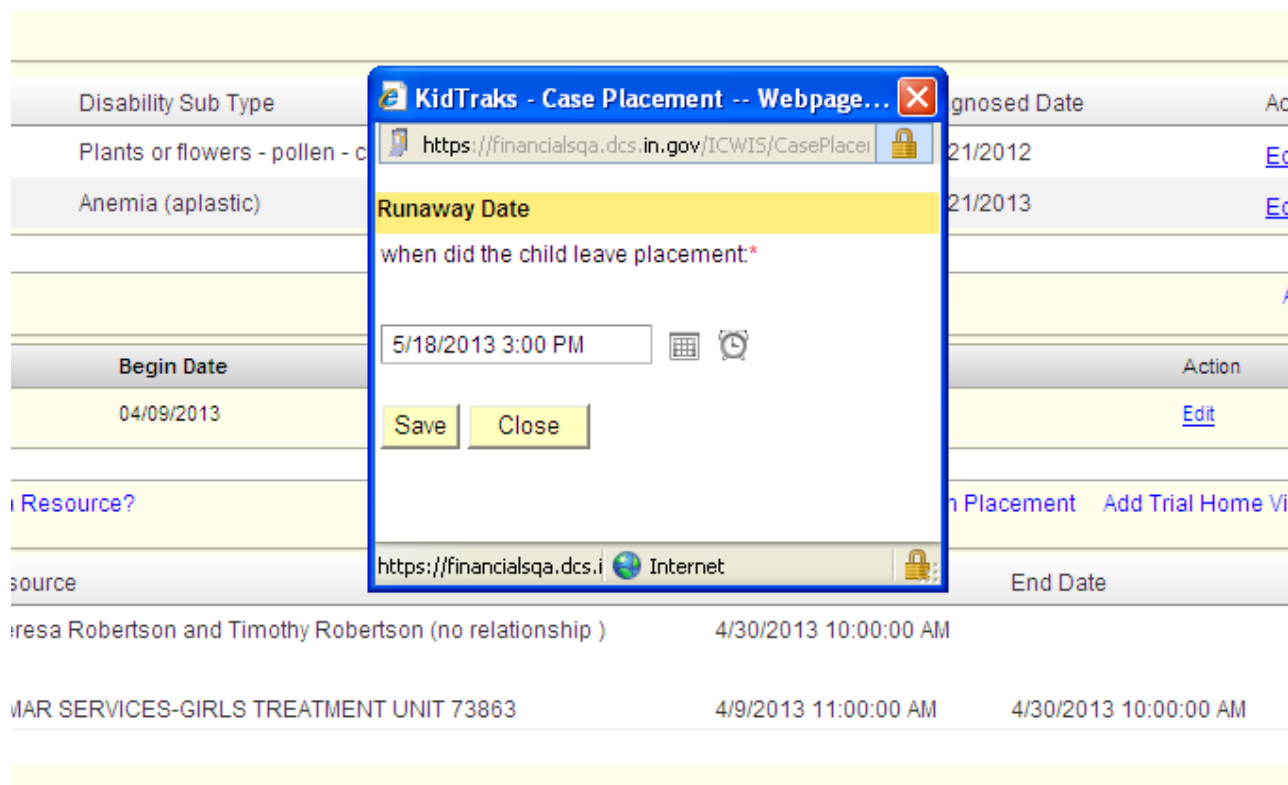
	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
	<b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
	<b>Section 10: Runaway</b>	<b>Version: 1</b>

## GUIDANCE

### Add Runaway from Placement

Upon clicking “Add Runaway from Placement”, a pop up screen will be enabled that simply asks for the date and approximate time that the child ran away. Click on the calendar to enter the date; click on the clock to enter the time. Click “Save” and the data will auto populate onto the placement history grid.

To exit the pop up screen without saving, click “Close” or the red X in the upper right hand corner.



The screenshot displays the 'KidTraks - Case Placement -- Webpage...' interface. A pop-up window titled 'Runaway Date' is active, prompting the user to enter the date and time when the child left placement. The date is set to 5/18/2013 and the time to 3:00 PM. The pop-up includes 'Save' and 'Close' buttons. The background shows a table with columns for 'Disability Sub Type', 'Plants or flowers - pollen - c', 'Anemia (aplastic)', 'Begin Date', 'End Date', and 'Action'. The 'Begin Date' is 04/09/2013. The 'End Date' is 4/30/2013 10:00:00 AM. The 'Action' column has a link 'Edit'. The table also includes a 'Resource?' link and a 'Placement' link. The bottom of the table shows 'MAR SERVICES-GIRLS TREATMENT UNIT 73863' and the date '4/9/2013 11:00:00 AM'.